CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: CONSTRUCTION SUPERVISOR					
Salary Range: NR 39 – Management Benefit Level C					
Position Description: <u>Construction Supervisor</u>					
Incumbent:					
Location: Public Works - Engineering/Construction Section					

GENERAL PURPOSE:

Under the direction of the Construction Manager, or designee, perform a variety of professional construction management duties. The incumbent of this position generally oversees all Public Works projects under construction, with an emphasis on capital improvement and/or development construction management.

Work is characterized by a variety of professional construction management duties including, but not limited to, analyzing system requirements; reviewing and making recommendations on the preparation of appropriate drawings, designs, and specifications with engineers, technicians, and consultants; coordinating construction projects; supervising assigned personnel; overseeing all aspects of reviewing and submitting pay estimates and change orders; ensuring grant compliance; and communicating extensively with the public, the owner's representatives, project inspectors, consultants, contractors, developers, media, City personnel, and other agencies. The incumbent is also required to visit construction sites to inspect work progress. The incumbent in this classification may specialize in Public Works capital improvement or private development construction.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out assignments, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed only in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and supervise all aspects of construction management of public and private projects under the Construction Manager's control. This includes supervising and coordinating construction projects and personnel assigned to the construction inspection of private development and Public Works capital improvement projects including, but not

limited to, street, water, sewer, storm, signalization, channelization, lighting, private utilities, etc.

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire and train employees; planning, assigning, directing, and evaluating work in progress and completed works; authorizing overtime; appraising subordinate work performance; recommending promotion and disciplinary actions; addressing complaints; and resolve miscellaneous personnel issues.

Coordinate project inspections and communicate with other Engineering sections, City departments, governmental and private agencies, consultants, architects, contractors, vendors, the media, and the general public. Resolve conflicts and problems, respond to inquiries, and provide information regarding public and private construction projects in person, on the phone, or through written communications.

Provide assistance to resolve public concerns related to construction-related complaints and other related issues.

Resolve field issues by making minor changes related to Public Works and developer projects which would not significantly affect the design characteristics of the construction projects; resolve disputes resulting from changes or conflicts in plan specifications or design.

Coordinate revisions to approved plans and resolve construction problems with the owner's representatives, construction inspectors, contractors, engineers, and/or developers; coordinate Public Works requirements with other City department requirements to resolve conflicts

Review, approve, or deny requests for products and materials for use on Public Works projects; review, negotiate, and submit pay estimates and change orders to the Construction Manager for concurrence and/or approval on Public Works projects.

Attend and conduct pre-construction meetings to explain and interpret City requirements and standards.

Attend final walkthrough inspections to identify deficiencies in construction and generate a list of issues for repair. Check as-built/record drawings of plans of construction to verify project has been built per approved plan or within acceptable limits.

Coordinate the billing and payment of inspector costs and overtime.

Assist Construction Manager in the planning and development of construction management procedures for capital improvement and private development projects assigned to the Construction Section.

Oversee the owner's representatives, construction inspectors, and outside consultant on capital improvement projects.

Ensure that the paperwork required by funding agencies for Public Works projects is maintained; ensure various records, files, and materials related to Public Works and development construction projects are maintained.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Act as the Construction Manager in the manager's absence as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, and methods of planning, designing, and constructing streets and related municipal facilities
- Standards, rules, and regulations related to construction inspection of public and private projects
- Guidelines and other funding rules, regulations, and requirements of state, federal, and local grant agencies for capital improvement design and construction
- Department of Ecology and King County Storm Water Management requirements
- Advanced mathematics including trigonometry, geometry, and algebra
- Design principles, strength of materials, and stress analysis required in planning commercial or public construction projects
- Appropriate research, analysis, and problem solving methods
- Trends, legislation, and other developments in the field of construction and project management
- Surveying principles and techniques
- Engineering and planning principles of transportation system engineering
- Established standards and the preparation of drawings and specifications applicable to construction
- Technical aspects of field of specialty
- City organization, operations, policies, and objectives
- Applicable laws, codes, regulations, policies, and procedures
- Project and budget administration
- Effective leadership principles and practices
- Manufacturing, fabrication, and delivery of construction materials
- Correct usage of English grammar, spelling, punctuation, and vocabulary
- Modern office practices, procedures, and equipment including, but not limited to, personal computers and related software such as Microsoft Project, Primavera, word processing, and spreadsheet programs

SKILLED IN:

 Coordinating and supervising public and private development project inspection and construction management

- Applying construction management and inspection principles and practices
- Communicating effectively both orally and in writing
- Demonstrating interpersonal relations using tact, patience and courtesy
- Analyzing, preparing, and reviewing technical engineering plans, drawings, specifications, and estimates
- Maintaining records and preparing reports
- Preparing and delivering oral presentations and business letters
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries

ABILITY TO:

- Supervise, train, provide work direction, and motivate assigned employees
- Coordinate the work of numerous projects concurrently
- Make extensive mathematical computations accurately
- Coordinate engineering projects and resolve conflicts with other agencies and organizations
- Maintain records and prepare reports
- Plan and organize work to meet schedules and timelines
- Compose, proofread, and edit correspondence, technical journals, rules, and regulations
- Review, understand, and interpret complex plans and designs
- Maintain current knowledge of trends, legislation, and other developments in the field of construction management and inspection
- Establish and maintain effective working relationships with the public, consultants, contractors, developers, engineers, and others
- Communicate effectively both orally and in writing
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures relating to construction
- Prepare and effectively deliver oral presentations and respond to questions appropriately
- Work independently with little direction
- Pay attention to detail

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering Technology, Construction Management,

Public Administration, or a related field; and

Experience: Six (6) years of experience in construction inspection, general contracting, civil

construction, and/or project management.

Or: In place of the above requirement, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

• Valid Washington State driver's license, or the ability to obtain within thirty (30) days of

employment

- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Knowledge of and experience with the documentation requirements of federal, state, and local funding agencies is highly desirable

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator, and projector. Field equipment including, but not limited, to hand level, instrument level, metal detector, and measuring tape.

The incumbent may also be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance. The employee is occasionally required to lift in excess of 30 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:

Incumbent is required to work in both field and office settings. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations within the community to inspect or review public improvement or private development project sites. The noise level in the work environment is usually moderate when working in an office. Noise levels at construction sites may be loud to very loud. The incumbent may be required to meet strict project and monetary deadlines and requirements.

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SIGNATURE	ES:				
Incumbent's Signature		 Date	Supervisor's Signature	Date	
Approval:					
Department	t Director/Designee	Date	Employee Services Director	/Designee Date	
** Note:	e: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 11/3/06; 7/16/07